

PRACTICAL HANDWRITING

—a series of child-centered, activity writing texts

BOOK • VII

Dolores Layette



F. O. PUTNAM, Author
E. C. MILLS, Script Specialist

PRACTICAL DRAWING COMPANY
DALLAS, TEXAS CHICAGO, ILLINOIS

Foreword

Success in teaching writing depends entirely on the teacher's efforts. It is necessary that she acquaint herself with all of the directions, and become familiar with the general plan of the system. She should devote her whole time to the lesson, just as she does in teaching any other subject.

At the beginning of the year, pupils should be drilled in blackboard writing, which will aid in form study and freedom of movement. Those at the blackboard should be instructed to keep the hand in front of the face and avoid reaching too high on the board.

Special attention to counting should be given by the teacher, to insure uniformity of movement and rate of speed. The count is indicated by the small figures on the copies.

The speed must be determined by the teacher, but it should never be so great as to sacrifice good form. Scribbling should never be allowed. In grading papers in other subjects, it will be found helpful and stimulating to allow an extra point for good writing.

Letters throughout the book are grouped according to similiarity of movement used in making them. Small letters are given first because more time should be devoted to small letters than to capitals. Pen and ink writing is introduced in Book III.

All materials used in the writing lesson (paper, pen points, pen staffs and ink) should be uniform and of good quality. The use of

paper that is too absorbent, or pen points that scratch and spatter, results in carelessness.

SUGGESTIONS FOR CLASS STIMULATION

Collect specimens from all pupils. Classify those pupils who use good movement and good form as being eligible for membership in "The Airplane Club." Pupils who use good movement, but whose papers are deficient in form, would be eligible for membership in "The Automobile Club." Pupils who use slow movement and make poor forms would be eligible for membership in "The Horse and Buggy Club." Those pupils who use cramped finger movement, making heavy, irregular, rough lines, would be eligible for membership in "The Wheelbarrow Club."

No activity is necessary for these clubs; simply write the roster of the several clubs on the bulletin board. You will find all pupils will make an effort to become members of "The Airplane Club."

SUGGESTIONS FOR SUPPLEMENTARY LESSONS

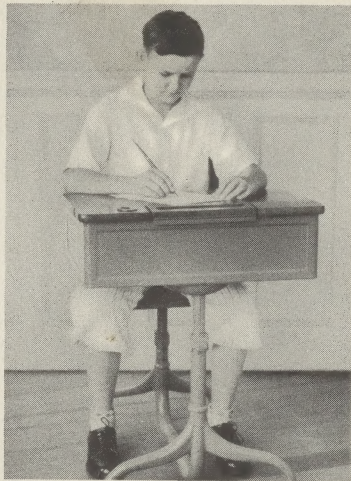
Dictation of poems, paragraphs, and sentences. Drills in figures. Illustrative lesson, using pictures, Christmas cards, seals, etc., appropriate for the following holidays: Columbus, Armistice, Thanksgiving, Christmas, Washington's Birthday, Valentine, Easter and Mothers Day.

Model Letter Forms

A A B B B C C D E E F F F G G H
 I I I I I J K K K L L M M M N
 O P P P P Q R R S S S T T T U U V
 W W W W W X X Y Y Z 1 2 2 3 4 5 6 7 8 9 0
 a b c d e f g h i j k l m n
 o p p q r s t t u v w x y z

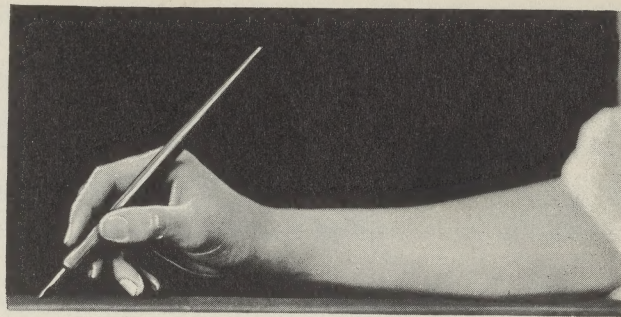
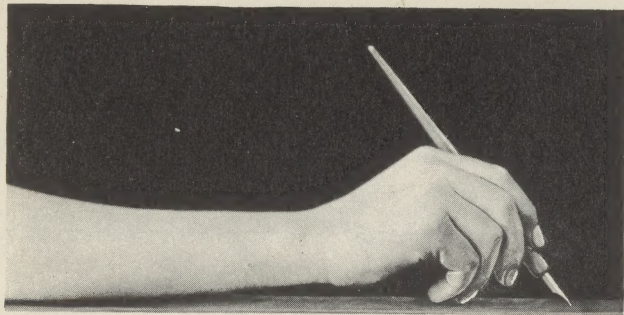
The above alphabet shows optional capital letter forms, giving the pupil and teacher some freedom of choice, and permitting individu-

ality in writing. Because of their common use, any of the forms may be considered correct. Small letters are more nearly standardized.



The above illustrations show how pupils should sit at their desks. Notice that the desks are cleared of all books. Pupils should face forward, with both arms on the desk to keep the shoulders level. The head and body incline slightly forward to allow ease in visuali-

zation. The feet should rest flat on the floor in a comfortable position. Relax for free, easy movement. Note the position of the paper, which insures correct slant of writing. Read suggestions on inside of front cover. It is useless to practice without the correct position.



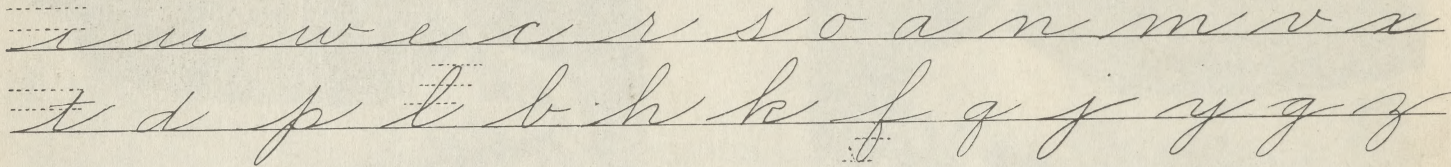
POSITION OF HAND—BACK AND FRONT

Holding the Pen: The position of the hand and the manner of holding the pen are shown above. Observe, first, that the pen crosses the second finger at the root of the nail, and passes near the knuckle joint of the index finger. Second, notice that the end of the thumb touches the pen opposite the first joint of the index finger. Third, notice that the hand rests on the nails of the third and fourth fingers, and that the wrist does not touch the desk.

The pen points toward, or a little below, the right shoulder. When the pen points to the right of the forearm instead of toward

the shoulder, or at least between the shoulder and elbow, it is a sure indication that the hand is resting on the side, which retards free arm movement. No amount of practice will accomplish the desired results unless correct position is so well learned that it becomes a habit and is maintained in all written work.

The importance of correct position, then, cannot be overestimated; lack of attention to it is the paramount cause of poor writing. A habit for correct position should be formed in the primary grades, thus avoiding future difficulties.



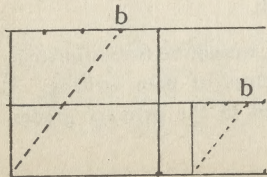
RELATIVE HEIGHTS OF LETTERS

To show the relative size of one letter to another, group the letters as shown in the above plate. By drawing five horizontal lines one inch apart on the board, there will be four spaces, three of which will be the height of the loop letters and capitals; two spaces will be the height of the semi-extended letters ("t," "d" and "p"); while the shorter letters occupy one space only, with the exception of "r" and "s," which extend slightly above. The four spaces made by the

five lines represent the space between two blue lines of the practice paper. Loops below the line are two spaces long.

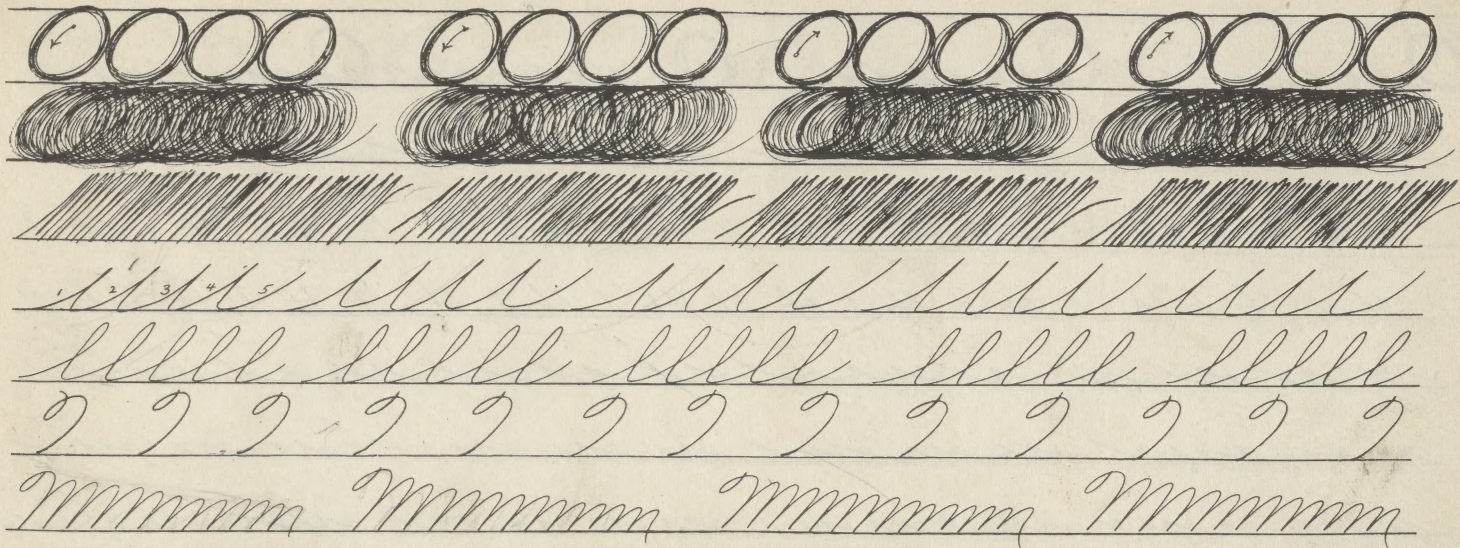
The scale of the form as shown above is standard. Of course, all letters may be increased or decreased, but the scale or relative size should be maintained. The height of the short letters may be used as a scale by which to measure the height of the other letters, as occasion demands large or small writing.

METHOD FOR FINDING THE CORRECT SLANT



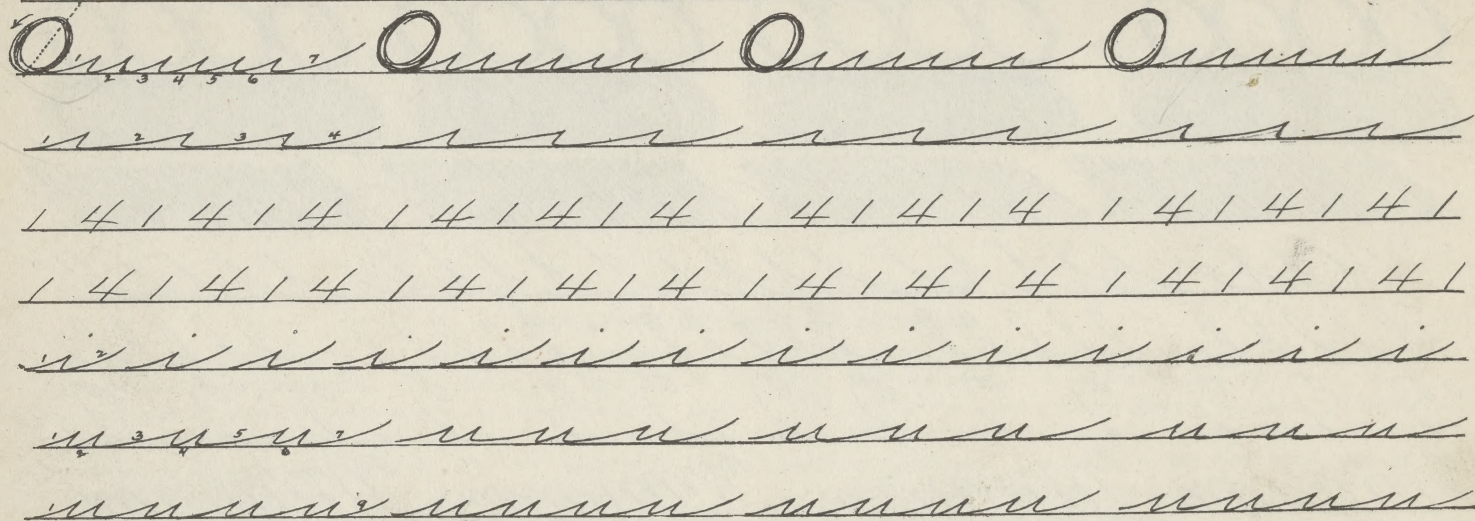
Construct a square, any size; divide the top side into four equal parts by first dividing it in half, then dividing each half in two parts. From the third dot, at

"b," draw a line to the lower left-hand corner of the square. The result is a line on a 55° slant, which is generally accepted as the correct slant for all writing. Pupils may easily learn how to draw correct slant lines on practice paper by following these simple directions.



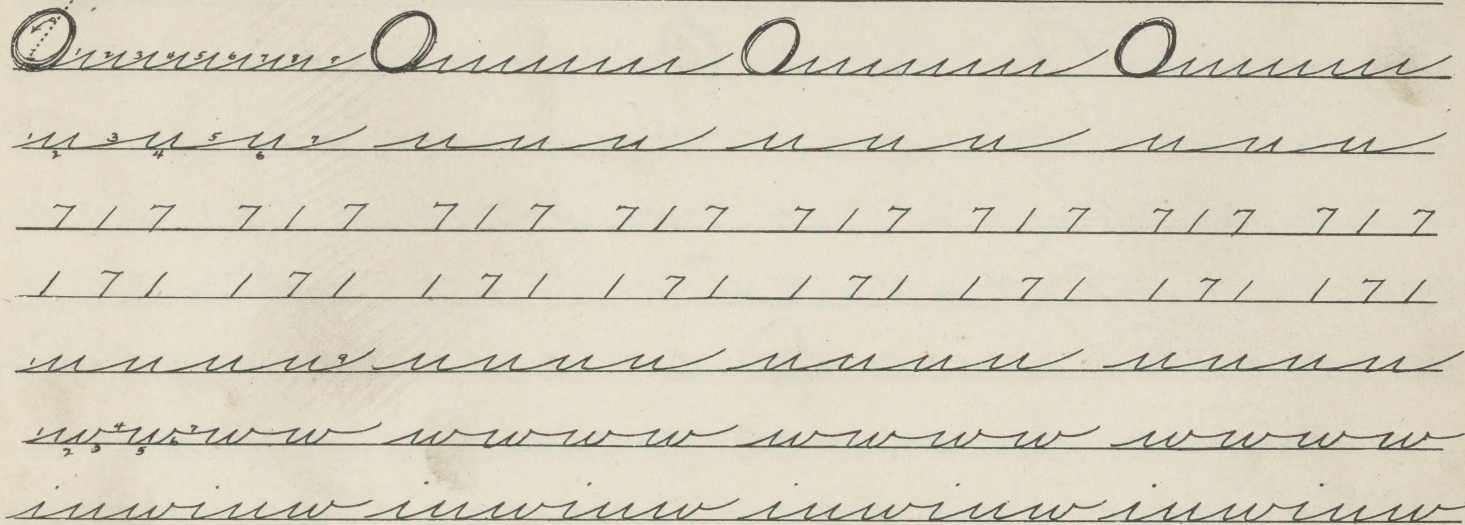
The above exercises are applicable to nearly all script letter forms. There is only one movement which is not shown on this page, *viz.*, the compound curve, often called the double curve, as found in the downward stroke of capital "L" and "S" and in the swing over the

top of "T" and "F." These exercises may be referred to frequently for supplementary practice. They must be made with free arm movement, however, or the time spent in practice on them will be wasted. This is a good page for review.



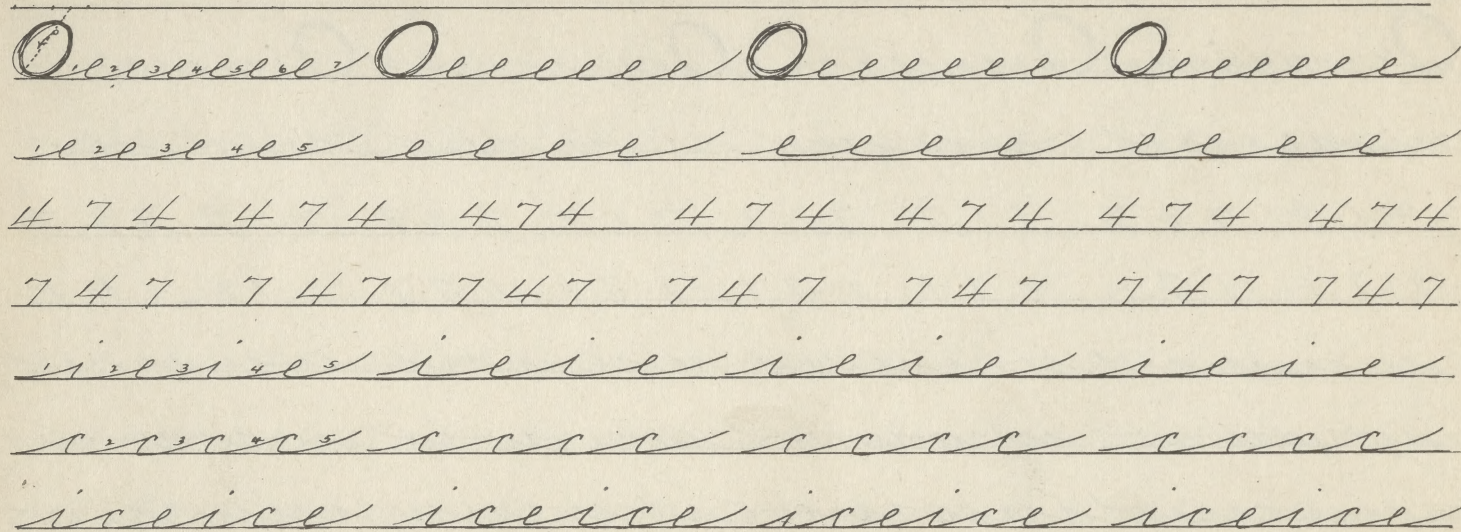
Upon completion of the Seventh Grade, you should be able to do very excellent writing. Let us start the year with that objective. You should use the correct position and good movement in all written work. The hand must slide on all upward strokes. See how

freely you can write the exercise on this page, keeping the downward strokes on the correct slant. Practice figures once during the week. They should be small, and slant like letters. The cross of the "4" rests on the line.



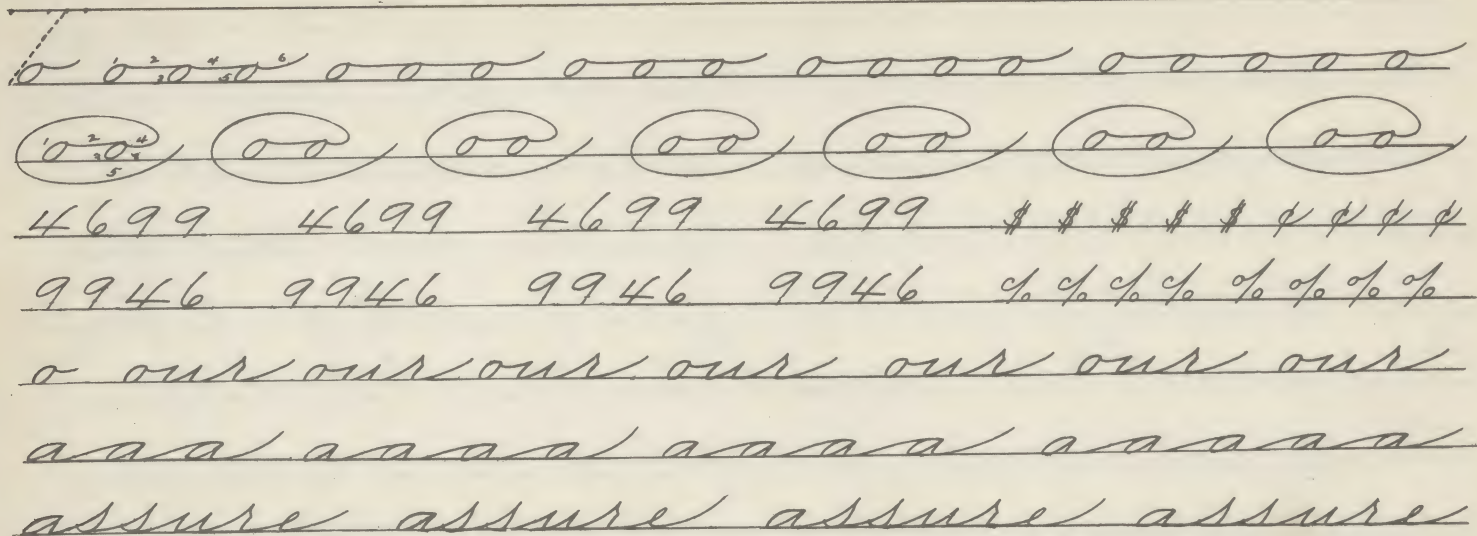
Practice the exercise on the first line. Then make groups of three "u's," sliding the hand freely on the connecting strokes. Now make four "u's" in a group. Watch the spacing between letters.

Make 18 or 20 groups per minute. Try the "w," keeping all points the same height. Watch the spacing in this letter. Make 12 groups per minute. Draw lines through the downward strokes to test slant.



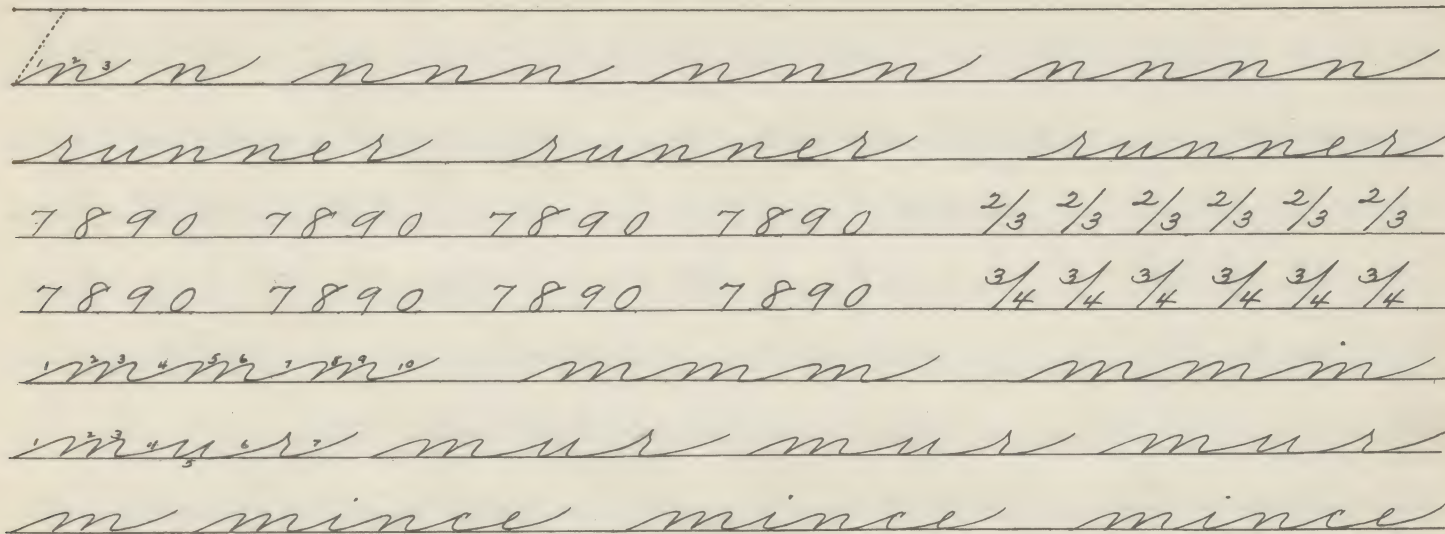
The "e" appears to be easy to make, but care must be taken not to curve the downward stroke too much. This letter should not be carelessly made. It is simply a small "l," on the correct slant. The

beginning stroke of "c" should curve like the beginning stroke of "i." Make the hook, and swing back for the downward stroke, which must not be too rounding. Practice figures.



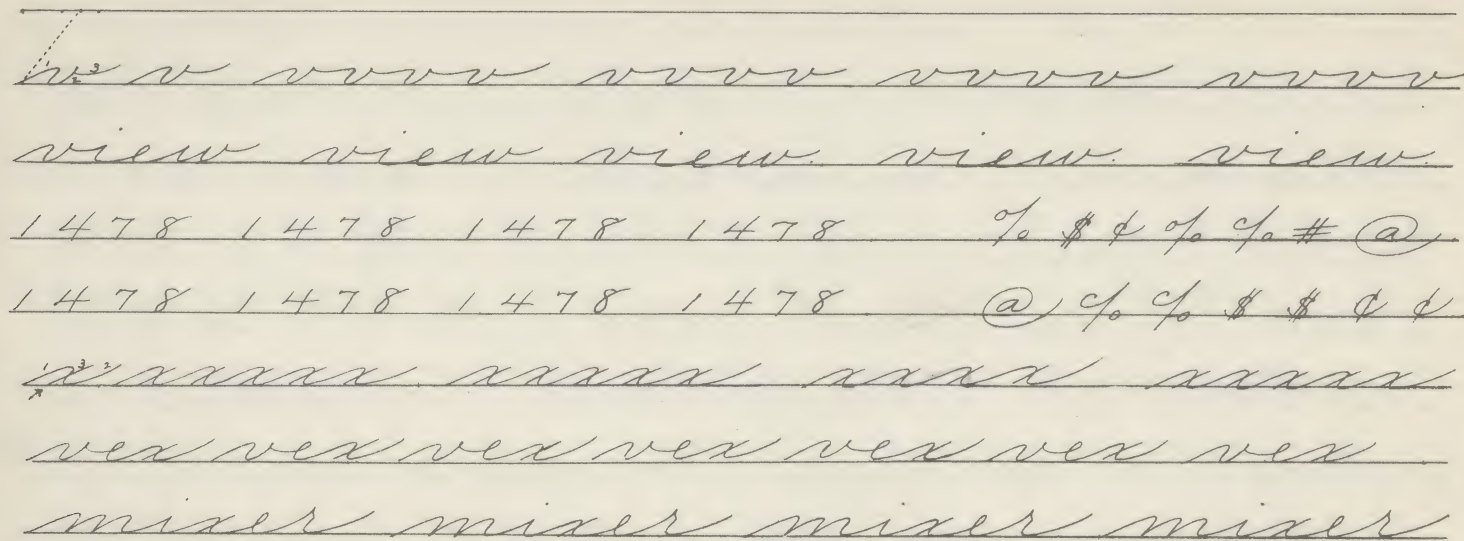
The "o" exercise on the second line is a good one for testing your control of movement. The "a" may be practiced in the same way. When making the "a" in groups, watch the downward strokes to keep

them on the same slant. Correct position and good movement insure correct slant. Practice the figures and characters. Two weeks time could be spent on this page very profitably. Test your speed.



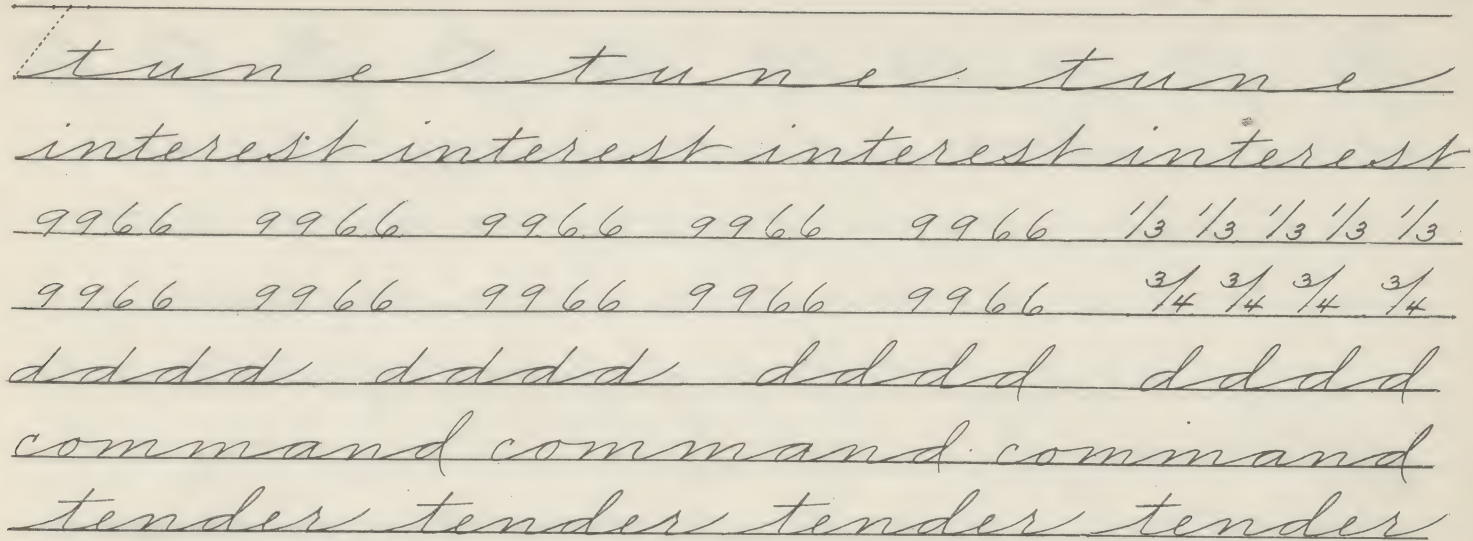
If you can make good "n's" and "m's," other small letters used with them will be improved in appearance. Notice how much these letters add to the general appearance of the words used on this page.

Do not make the tops too rounding. The turns must be short enough to enable you to make the downward strokes straight. Pulling the last downward stroke to the right is a common error. Practice figures.



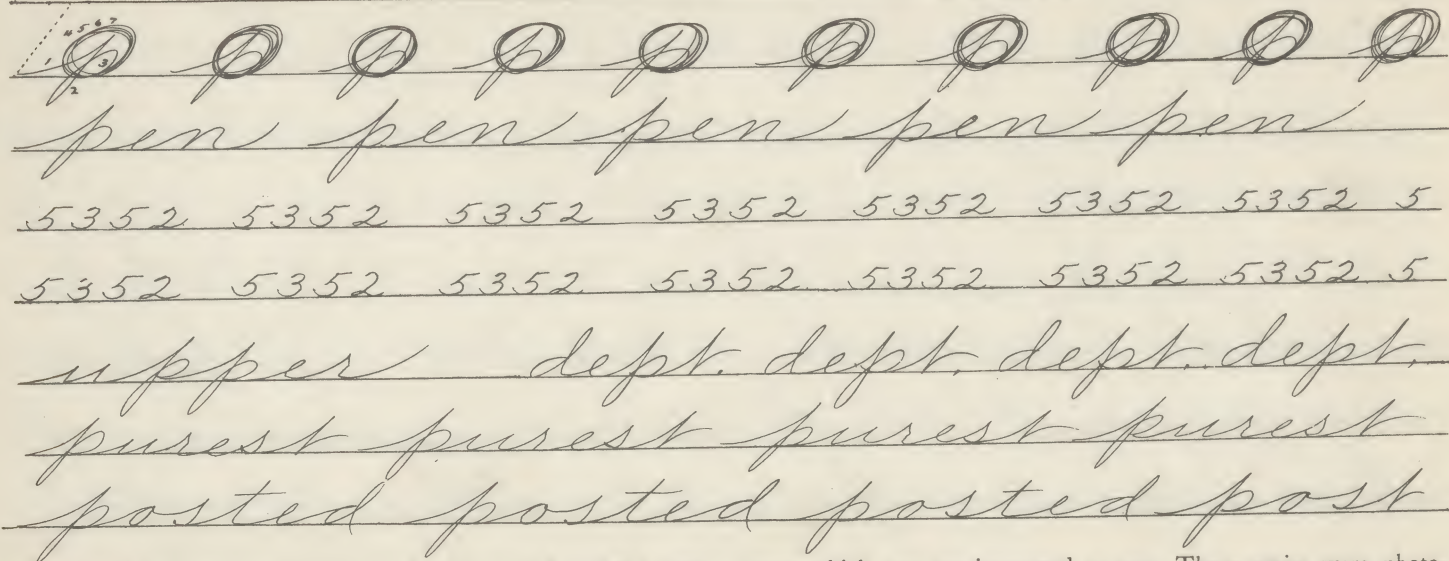
Use the same care in making the top of the "v" as you use when making an "n." The downward stroke must slant. Don't mar the letter by pulling this stroke to the right with finger movement. Fin-

ish the "v" like "w." Make the cross on "x" with an upward stroke. A downward cross stroke is often carelessly made in the wrong place and extended below the base line.



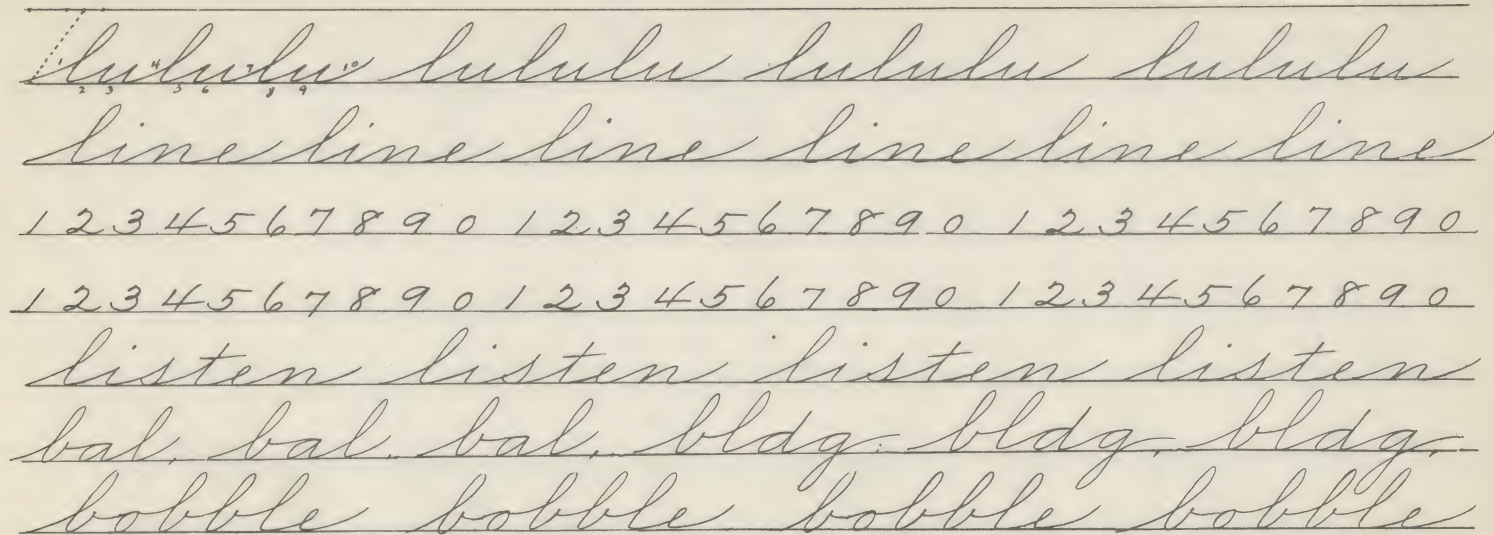
If you can write the word "tune" with normal spacing, using arm movement, it is not necessary to practice the long connecting strokes. Those long lines are for movement only. The "t" and "d" are only

twice as tall as "i" and "u." The "d" may be made with or without a loop. The loop is usually used for a final "d," as in "command." Draw lines through downward strokes of letters to test the slant.



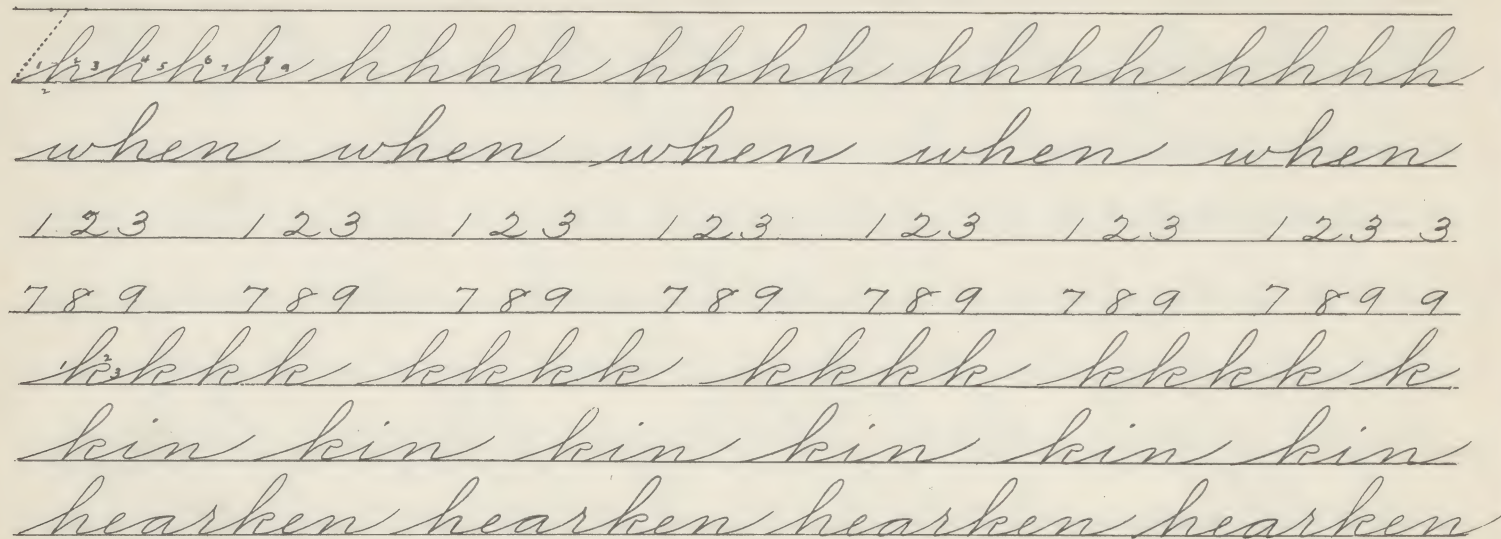
You will find much satisfaction in having control over the push-pull and indirect oval movements for work on this page. Smooth, regular lines cannot be made with finger movement. The copies you study in this book were first written with a pen, using the arm move-

ment which you are instructed to use. These copies were photographed and transferred to a sheet of zinc, from which this book was printed. The printed page is just like the original written page. Do your best. The "p" must be as tall as "t" or "d."



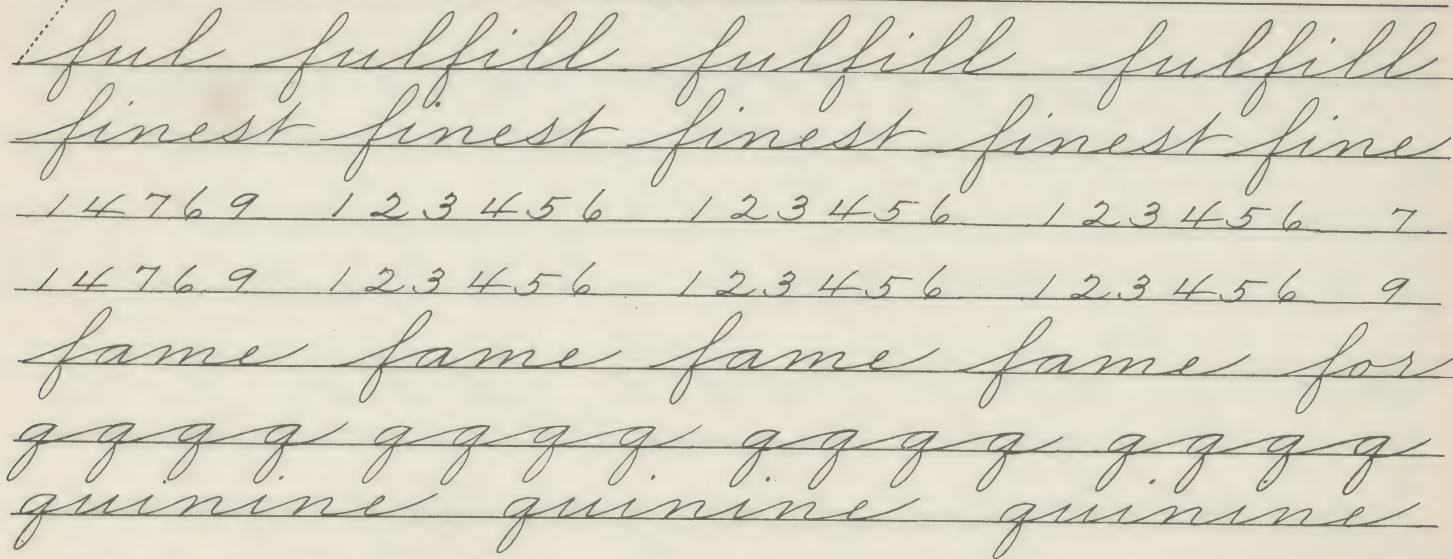
The exercise on the first line is one of the best for movement practice and test on making downward strokes on the same slant. See how straight and even in height the loops are on this page. Do not

make the finish of "b" too high or too far from the loop. It should be no taller than the "v." Watch your position and movement if you wish to be able to make good loops.



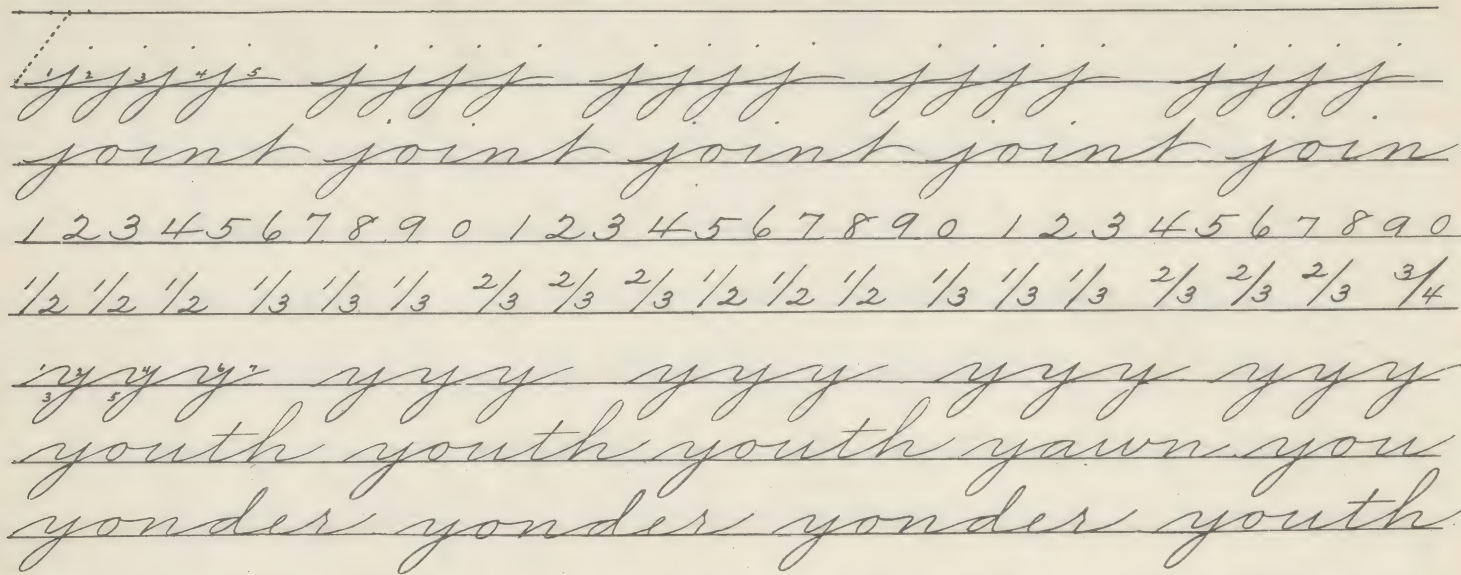
Go to the blackboard, taking your writing book with you, and practice the "h" and "k." It is most important to make downward strokes on the correct slant. A common error, when making the "k,"

is to make the finishing hook too large, and to pull the short, straight line under it to the right. Study form carefully, and make the letter slowly at first, if necessary to get good form.



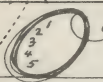
You will certainly need a correct position for the push-pull movement used in writing the words on the first line. Speed for the word "fulfill" should be 12 to 15 words per minute, making good loops

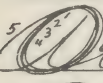
at that speed. Learn to make a final "t," like the one in "finest." Finish the "q" like "f," being careful not to swing too wide when making the loop. Stop on the line. Practice figures.



A common error, when making loops below the line, is to pull to the left when making the downward stroke. Loops must not extend more than halfway to the next line below. Finish the loop by cross-

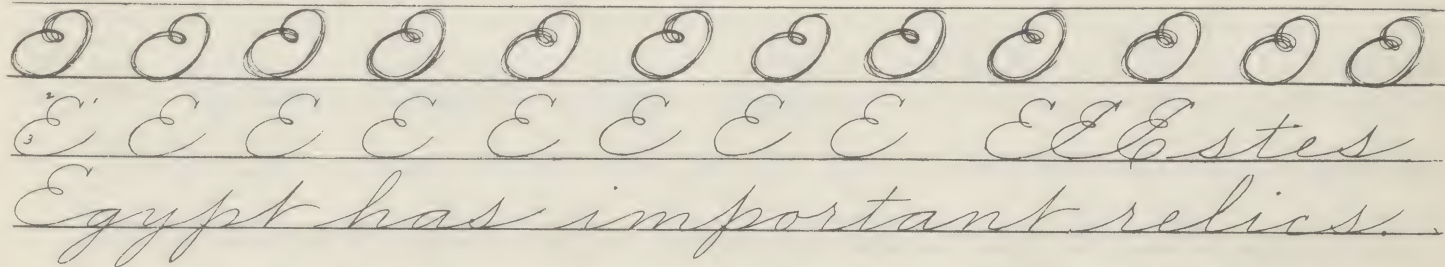
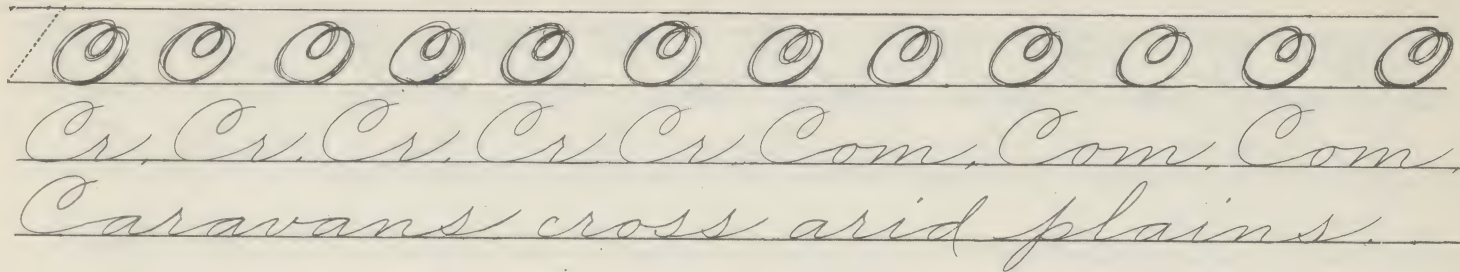
ing on the line. Never finish a loop with a careless swing below the line. The letters "j" and "y" on this page are easily analyzed. How would you describe the parts of the "y"? Practice figures.


 O O O O O O O O O O O O O O O O
 O O O O O O O O O O O O O O O O
 Oliver Cromwell won battles.


 A A A A A A A A A A A A A A A A
 A A A A A A A A A A A A A A A A
 Aladdin owned a magic lamp.

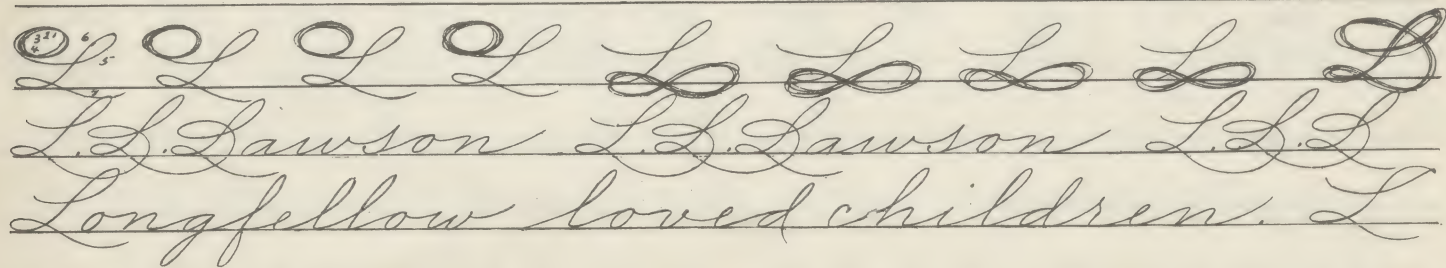
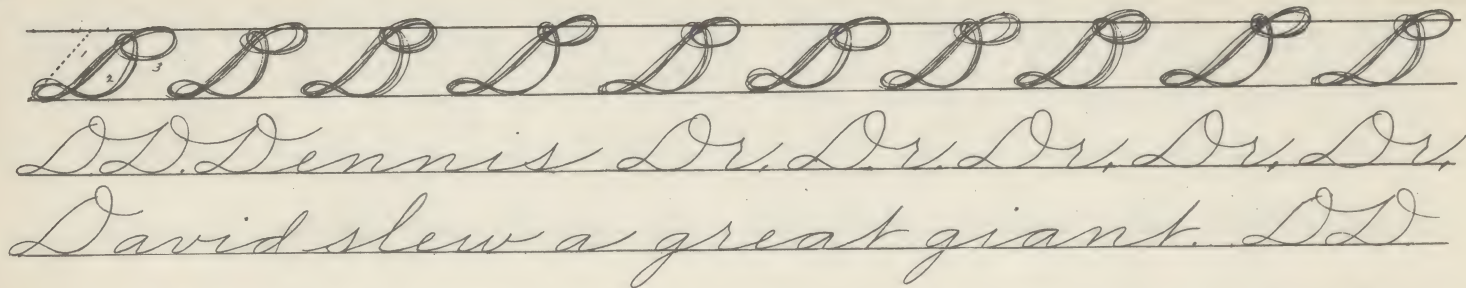
If you have not yet acquired a free arm movement, you must practice the oval exercise. Test your speed on making capital "O." Then write the sentence, using a free arm movement. The capital

"A" exercise is excellent for control of movement. It must be made without raising the pen. Notice the abbreviations, and the connected initials. Refer to the *Manual* for stories about the sentences.



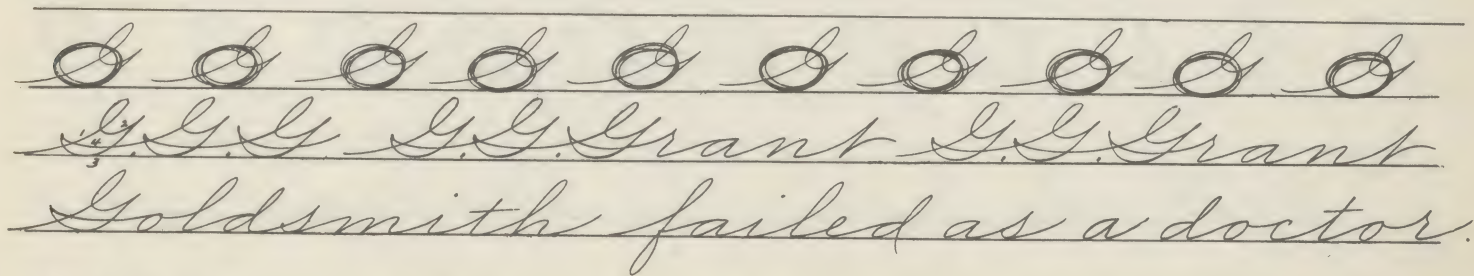
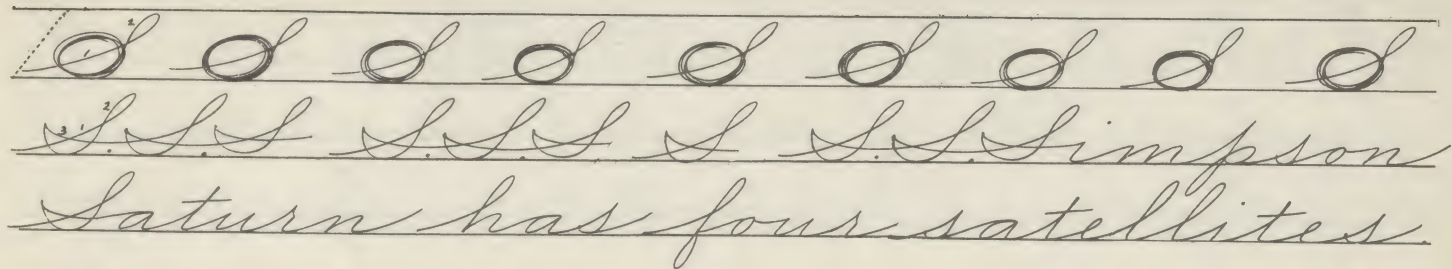
Practice the oval exercise, if necessary, before attempting capital "C." This letter has a full, rounding top, after making the loop, which must be on the correct slant. A free, swinging movement is necessary. Practice the abbreviations. The capital "E" is not diffi-

cult to make if the pen does not swing too far under the top oval before making the little loop, which slants slightly downward. Swing up and back from the loop, to place the letter on the correct slant. Refer to the *Teachers Manual* for interesting stories.



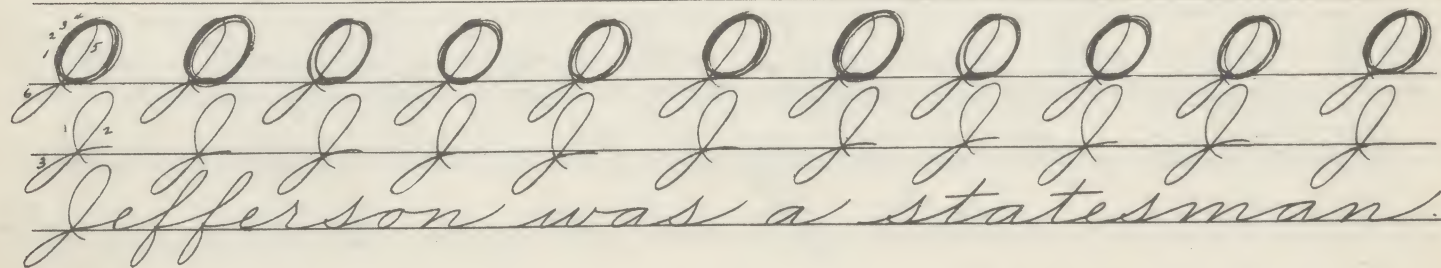
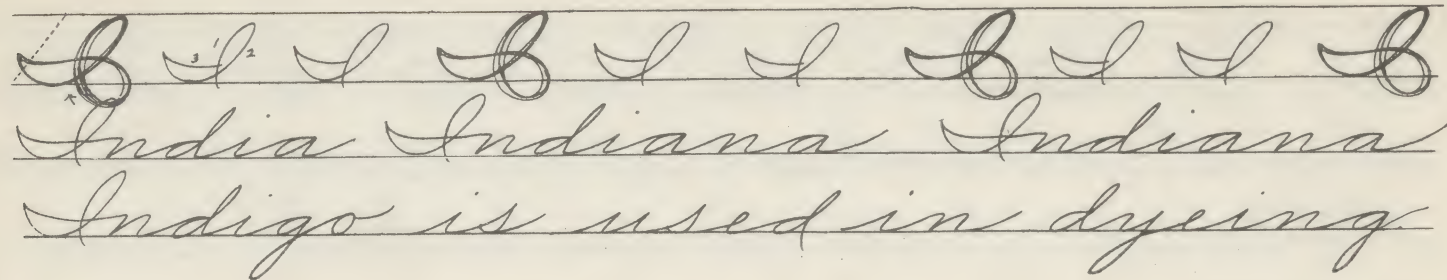
On this page you have some most interesting movement drills which apply directly to the letters. The downward stroke of the "D" must not be straight. Notice that it starts at the top with a

slight curve. The loop must rest almost horizontally on the line. Practice on "Dr." The loop of the "L" is half the length of the letter. Practice the combinations of capital letters.



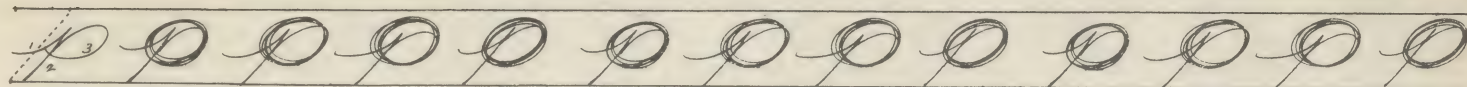
Avoid making the upward stroke of "S" too straight, which will result in a small loop. The loop must be half the length of the letter. Try the interesting combinations. A free movement is neces-

sary, otherwise this practice is of no value. Notice what a complete oval can be made in the top of the "G." The curve from the loop to the point must be full and rounding, like the bottom of an oval.



Most of us like to use the pronoun "I," so learn to make this letter like the copy above. Notice the graceful curves. The upward stroke must begin slightly below the line and start directly towards

the top of the paper. Do not curve the downward stroke too much, making a broad, open top. In the "J" exercise, swing from the oval to the "J" without lifting the pen.



Panama Panama Panama
Panama Canal Panama C.A.



Babylon Babylon Babylon
Babylon was a walled city.

For the exercise on the first line, make the capital "P" first, swinging into the oval without lifting the pen. Do not finish the "P" with a curve downward after crossing the stem. The movement

should be in the direction of the oval. Avoid making the top of "B" too large. Try combining different initial letters. For example, "JBP," "IBP" and "DBG." Try combining your own initials.

R R R R R R R R R R
 RBR RBR RBR RBR
 Rochester Rochester Richard

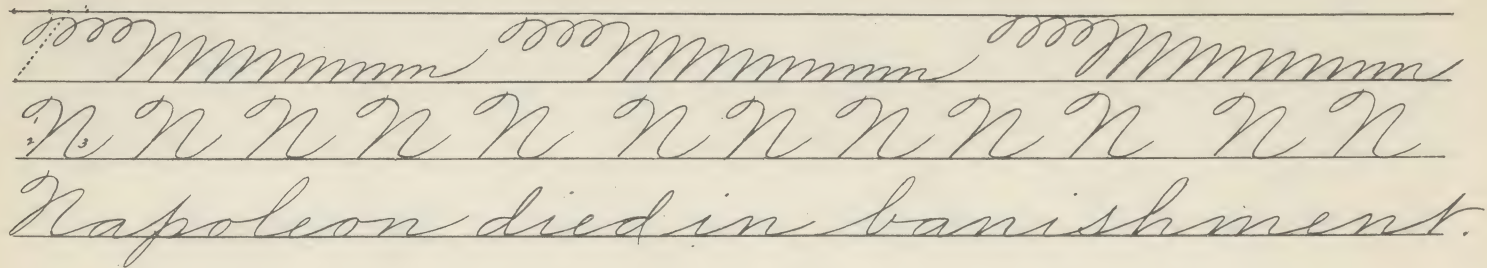
H H H H H H H H H H
 Hercules Hercules Hercules
 Hercules had great strength.

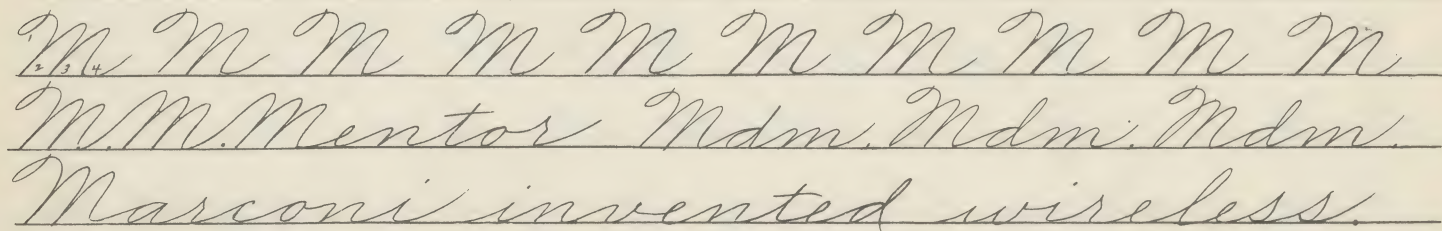
Very little explanation is needed on this page. It will be noticed that the last downward stroke of "R" is nearly straight up and down, and that the little loop usually touches the stem; but if it does not, the form may be considered correct. When small letters are to be

connected to the "H," the connecting stroke must drop low enough to make the small letter of proper height. Notice the difference between the height of the finishing stroke of "H" in "HHH" and in the word "Hercules."

Notice the two forms of capital "K," also of capital "H." They are optional forms, and it is only a matter of choice as to which you make; but be sure, when finishing the "K," to make the graceful

compound curve, as shown above. Different forms may be made for the stem of "T" or "F" (see page 1) but the graceful swing over the top must not touch the stem. Refer to page 22 for an exercise.


 The first line shows three groups of cursive 'M's, each starting with a dotted line and an arrow indicating the push-pull movement. The second line shows three groups of cursive 'N's, each starting with a dotted line and an arrow indicating the push-pull movement. The third line is the sentence 'Napoleon died in banishment.' written in cursive.


 The first line shows three groups of cursive 'M's, each starting with a dotted line and an arrow indicating the push-pull movement. The second line shows three groups of cursive 'N's, each starting with a dotted line and an arrow indicating the push-pull movement. The third line is the sentence 'Napoleon died in banishment.' written in cursive.

The exercise on the first line is strictly a push-pull movement, with good control for making the round turns at the top. Keep the downward strokes of "N" and "M" parallel. Do not form the habit

of pulling the last downward stroke off to the right. Practice writing "Mr.," "Mrs." and "Miss," and the abbreviation "Mdm." Will you be proud of your final writing specimen this year?

\$35⁰⁰

Valley View, Utah, Jan. 10, 193-

Received from U. S. Vance the sum of
 Thirty-five and ^{no}/₁₀₀ Dollars
 for house rent to May 1st.

H. B. Howard & Co.

Per G. J.

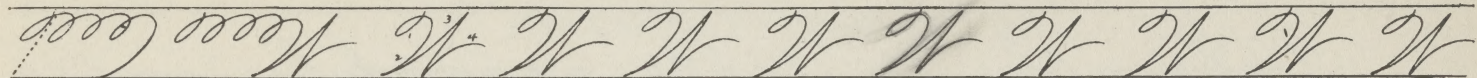
You should never make a payment of a debt without demanding a receipt. A receipt must state the amount of money paid, place of payment, date, and for what purpose the payment is made. The

name of the firm or party to whom the payment is made must be signed on the receipt. A receipt is a most valuable business form because it protects one from having to pay a debt a second time.

Your P.O. and Date.
X.L. Business College.
Youngstown, N.Y.
Gentlemen:
Please send me a copy of
your latest catalog.
Yours truly,

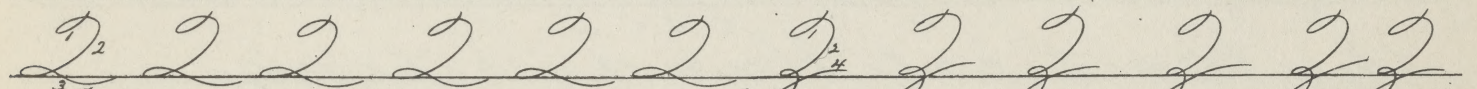
After you finish your high school course, you may wish to attend a business college. Business colleges issue catalogs. See what a nice letter you can write, asking for one. If you are a good penman when entering a business college, you will not have to devote much time

to penmanship. Your time may be used in pursuing other subjects. Every student in a business college who is not a good penman is required to join the writing class because much value is placed on good handwriting. Prepare yourself while in the elementary school.



 Weaver Weaver Weaver Weaver

 Webster was a great debater W



 Quebec is a Canadian city

 Yazoo Valley grows fine cotton.

The "W" is one of the most beautiful letters in the alphabet, because of its graceful curves. You have to avoid making the first upward stroke too straight and too slanting, which throws the point

at the top too far to the right and usually too low. The loop of the "Q," resting on the line, is far to the left of the loop at the top, which places the letter on the correct slant. Study the form of "Z."

To be able to write a good business hand is a valuable accomplishment.

This is a fair specimen of my writing after completing Book Seven of the Practical Handwriting.

To be able to write a good business hand is indeed a valuable accomplishment. Can you do so? Copy the two paragraphs above. Compare them with specimens written earlier in the year. Do you see improvement? Upon completion of the Seventh Grade, you

should be able to do very excellent writing. Correct position, free arm movement, good letter forms and reasonable speed are the elements of good handwriting. If you are deficient in handwriting, why not review the years work during vacation?

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STATE ADOPTED TEXT

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Book Only	7c	6c

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to the State Superintendent of Education.

